




Wyoming Department of Education

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MEMORANDUM NO. 2009-106

TO: School District Superintendents
School District Curriculum Coordinators
School Principals
School Counselors

FROM: Scott Bullock, Distance Education Consultant
Technology, Careers & Data Unit 

DATE: August 7, 2009

SUBJECT: Distance Education Student Enrollment and Monitoring

DISTANCE EDUCATION WEN VIDEO TRAINING

The Wyoming Department of Education (WDE) will hold a training session on August 24th, 2009, to address enrolling students into distance education courses and monitoring student progress. This training session will be interactive and administered over the Wyoming Equality Video Network.

When is the training? The Distance Education Student Enrollment and Monitoring training will be held on **Monday, August 24th, 2009, from 3:30 p.m. to 4:30 p.m. via WEN Video.**

What is the agenda? This training will detail the process and requirements for enrolling students into a distance education course. Topics presented will include:

- Researching and evaluating approved distance education programs and courses
- Creating the individual students' Distance Learning Plan (DLP)
- Monitoring student progress

Members of the WDE Distance Education team will be available to answer any program questions that may arise.

Who should attend? School District Curriculum Coordinators, School Principals, and Counselors should attend this training.

How to sign up? If you are interested in joining this training, please contact your local high school or community college and ask their local WEN Video scheduler to sign up the site no later than Wednesday, August 19th.

Who to contact for more information? If you or your staff has questions, please contact Scott Bullock at 307-777-7418 or via e-mail at sbullo@educ.state.wy.us or Lachelle Brant at (307)777-3679 or lbrant@educ.state.wy.us.

Thank you for taking the time to pass this information along to your staff.

SB:lb